

Ocean's Harbor House
Job Description

Overnight Counselor ~ full-time

Description of the Position:

Under the supervision of the Residential Program Manager, is responsible for assisting in the daily overnight operation of the agency's Residential Programs.

This position is a full-time position (40 hours weekly). This position qualifies for full benefits under the agency's benefit package.

Responsibilities and Duties:

- Assists in the maintenance of 24-hour coverage.
- Provides direct supervision of the residents during assigned shift.
- Meets shift responsibilities including but not limited to coordination of daily/shift activities.
- Assists in providing crisis intervention services including hotline calls, drop-in services and responding to resident issues.
- Assist with emergency screening and intake activities.
- Provides weekly inventories to the Program Manager including food, paper products, safety materials, etc.
- Conducts daily medication log checks, administers medications, medication inventories and calls in refills. Communicates with incoming shift and Residential Manager of medication needs.
- Completes daily data entry and sets charts/files for oncoming shifts, switches daily/monthly logs over.
- Ensures home is maintained including house laundry, light cleaning and meal preparation.
- Ensures scheduling and cancelation of client transportation to and from educational/day program facilities.
- Attends employee supervision meetings and staff training as required.
- Attends local, county, and statewide networking activities as needed. Developing rapport with referral sources, court personnel and inter-agency networking.
- Completes other related duties as required. As Ocean's Harbor House is an essential agency ensuring continuity of services to vulnerable youth, young adults and families, all staff are critical and considered essential employees of the agency; essential staff duties are not only during crisis times.
- All staff are employed by Ocean's Harbor House and while they are assigned to a respective program to perform primary duties, staff may be required to work in other programs to ensure that services are provided to clients in that respective program. Staff will be cross trained so that they are familiar with the other programs of Ocean's Harbor House.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. As with all other duties, if a staff person is unable to adequately perform their duties, their employment may be terminated.

Education and Experience:

BA or BS and at least 1-year social service experience

Knowledge of Crisis Intervention and Trauma Informed Care techniques

Knowledge of the Department of Children and Families, Children's System of Care and Juvenile Justice System

License and Skills:

Must have a valid New Jersey's Drives License

Attention to Detail, Presentation skills, good written and oral communication skills, problem resolutions, organization.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should be able to use basic computer application to include Microsoft Office, Outlook and the internet.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate or loud. Employees will be in a housing environment with multiple clients and staff.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, or crawl, walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 40 pounds.

Essential Status:

Ocean's Harbor House is considered, under New Jersey executive order, an essential agency ensuring continuity of services to vulnerable youth, young adults and families. The New Jersey Office of Emergency Management identifies essential employees as those people who are designated as required to work when an office closing is authorized and these employers and employees must provide services around the clock. This permits Ocean's Harbor House to continue operating without limits on their scope of service or hours of operation, absent any further amendments by the State Director of Emergency Management.

Print Name: _____

Signature: _____

Date: _____